

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling:	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Dete	Georgia Department of Human Resources	Application Number
May 24, 1977	Division of Physical Health	77-186
Application Number	Maternal Health Section - Room 365-S	Date Received Date Completed
DHR-141	47 Trinity Avenue, S. W.	JUN 29 1977 JUL - 6 1977
والمراوي والمراوا والمراوا والمراوات والمراوات والمراوات والمراوات والمراوات	Atlanta Georgia 30334	
2. Person to Contact	han Working Title Administrative Off	Telephone Number
Miss Jewell Calla	Han Administrative of a	656-4830
3. Action Requested		
[Schedule; record will continue to accumulate.	
 Dispose of present a Dispose of present a 	ccumulation; no further accumulation anticipated. No. $D-76-48$ Check One: \Box Change; \Box Superce	do. 🗖 Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	
Earliest Latest		
1972 to present	MATERNAL HEALTH SERVICE REPORT FILES	
6. Division and Office Function		Mich this record against a service (2)
6. Division and Office Purchor	What is the runction of the Division and the Critice in	Language and record series is created?
Health programs througho housing, field operation the diagnosis and contro the daily State-wide pro	Health is responsible for the administration, directly ut Georgia. This is accomplished by the establishment is, and hospitals; the improvement of the physical and I of diseases; the supervision of construction and ligram of registration, statistical coding, certification annulments of marriage, and deaths that occur each year	of health standards for business, dental health of adults and children; censure of health facilities; and n and preservation of the births,
is responsible for promo bources staffs; to moni	ion, in the attempt to improve the quality of family 1 ting and supporting all maternal health activities of tor service standards, policies and procedures; provide coordination of all agencies concerned.	Service Areas and local Human Rede technical assistance and training;
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	
health services t	corting (to the Maternal Health Section by co women during the child-bearing years.	
Hogith Commiss De	HC 2.9 (Revised 4-71) Georgia Department	of Public Health 'Maternal
number of women a 16 thru 27 weeks (white and non-wh women). Also sho partum nurse home physician; numbe started on Imfero all counties duri	port" submitted monthly and shows number dmitted (white and non-white); period of - 28 thru 36 weeks); postpartum admission afte); total visits (admissions and return who is type of service prenatal clinic; visit; delivery attended nurse home visit of women admitted with Heb. less than 12 n. An annual summary report (on same forming a particular year is also included.	gestation (under 16 weeks - as by number of women admitted a visits by white and non-white postpartum clinic; ante- at; and referral to private grms and number of women a) of all reports submitted by
File is arranged: alphab	etically by county.	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old $\frac{1-3}{1}$ twenty-five months and older	; Seven to twelve months old; Thirteen t	o twenty-four months old;
9. Annual Rate of Accumulation Letter-size drawers 1/4	n of Records	Other (specify)

record? es have historical or long term re two documents in the file make e scheduled separately? ation contained in this series ever copy. lication of this series in your off or a major portion of it! regular and series result in a computer or	it necessary to keep the entire file for a long published? If yes, attach copy, analyzed and/or recorded in a summarized rice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office of section).	period, could these eport? fice) years, years,
es contain confidential information record? es have historical or long term record? etwo documents in the file make or scheduled separately? ation contained in this series ever copy. Ilication of this series in your off or a major portion of it! regularly red series result in a computer or The following requirements. Years. Years.	search value? it necessary to keep the entire file for a long or published? If yes, attach copy, remailing and/or recorded in a summarized relice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office of section).	period, could these eport? fice) years, years,
two documents in the file make scheduled separately? ation contained in this series everation contained in this series everation contained in this series everation of this series in your off or a major portion of it! regularly describes result in a computer of the following requires. Years. Years.	it necessary to keep the entire file for a long published? If yes, attach copy, analyzed and/or recorded in a summarized rice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office of section).	eport? years.
two documents in the file make scheduled separately? ation contained in this series everation contained in this series everation contained in this series everation of this series in your off or a major portion of it! regularly describes result in a computer of the following requires. Years. Years.	it necessary to keep the entire file for a long published? If yes, attach copy, analyzed and/or recorded in a summarized rice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office of section).	eport? fice) years, years,
ation contained in this series everation contained in this series everation contained in this series everation of this series in your off or a major portion of it! regularly describes result in a computer of the following requires.	r published? If yes, attach copy. r analyzed and/or recorded in a summarized r ice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office) f. Federal retention instructions	eport? fice) years, years,
ation contained in this series everation contained in this series everation contained in this series everation of this series in your off or a major portion of it! regular red series result in a computer or The following requires.	r published? If yes, attach copy, r analyzed and/or recorded in a summarized r ice, or in another office or agency? y microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office) f. Federal retention instructions	eport? years.
ation contained in this series ever copy. Ilication of this series in your off or a major portion of it! regular red series result in a computer or The following requirements. years. years.	r analyzed and/or recorded in a summarized r ice, or in another office or agency? v microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in office) f. Federal retention instructions	eport? years. fice) 1 years.
or a major portion of it) regular red series result in a computer or The following requests. years. years. years.	v microfilmed? intout? ires the series to be kept: d. Audit period e. Administrative need (in of f. Federal retention instructions	fi <u>ce)</u> years.
The following requests.	ntout? ires the series to be kept: d. Audit period e. Administrative need (in of f. Federal retention instructions	fi <u>ce)</u> years.
The following requ	d. Audit period e. Administrative need (in of f. Federal retention instructions	fice) years, $fice$ 1 years,
	d. Audit period e. Administrative need (in of f. Federal retention instructions	fice) 1 years.
years.	e. Administrative need (in of f. Federal retention instructions	fice) 1 years.
years.	f. Federal retention instructions	•
laws or regulations. Explain adm		
The second control of the second second	ninietrativa maam	
•		Barraya at 🤼
	nd asked that they	the state of the s
the State Archives		
rds Center; holdye	ear(s); then	
ives for permanent retention.		
		en e
ಕುತ್ತಾರ ಚಿತ್ರಕ ಆಫ್ ಪಡತಿಕ್ರಮ ಕ್ಷ	්සුවී දර විද්යා මැති වීම විසින් වෙන්ම විද වෙය කරන කරන වෙන කරන කරන කරන කරන කරන කරන	entral de la companya de la company La companya de la co
	in the second of	
ing Profession of Profession (1994). The Committee of the Comm	್ರಾ. ಆಸ್ತರಿಗಳಿದ್ದರು ೧೯೮೮ ಕಾಗ್ರೆಸಿ ಈ ಗಿರ್ವೇಗಿ	Ω ερί.
		្រាស់ ប្រាស់
	elegran Alleran bewalting t	ing gag in √ing problem. Lake to North
A WE WE ARE THE P	သည် ရှိကနာ ရှိကျားသည်။ လူ့ဆီရိုသင်ရာလှုပ် အီရိုအားသည် ရှိ မြို့မှို သည် ရှိသည်။	range in the first of the same
	ျခန္မာ ကျော့ နာများ စည်းကြီးသည်။ လူကို ကြေးသည်။ ကျောက်ရှိသည်။ သည်။ သည် သည်။ သည်။ ကျောက်ရေးသည်။ ကျောက်ရေးသည်။	ရှိသော သည်သည်။ မေးသည် မေးသည် သည်။ မေးများသည် ကျော်သည် သည် သည် သည် သည်။
o all prior and future accumulati	ons of the series.	
ing the state of the second control of the s		
ture) Date	Records Management Officer (Signature)	Date
0-1	Alain State Commenter	diala
war 3/19/77	proces canno	
war 13/19/77	State Records Committee (Signal	ture) Date
State Auditor/Designee	State Records Committee (Signal	ture) Date
State Auditor/Designee Secretary/of State/Designee	State Records Committee /Signa: Carroll / Last	17-5-17-7
	This agency recommend the Calendar Year: es areamonth(s) ng area; holdyear(s) ords Center; holdye nives for permanent retention.	This agency recommends that the file series be cut off at the end calendar Year;



30-71; Pey. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE " 1. Agency Address Georgia Department of Human Resources Application Number Application Date Division of Physical Health D-76-484 December 13, 1976 🖫 Maternal Health Section - Room 365-S 47 Trinity Avenue, S. W. Application Number Date Received DHR-125 Atlanta, Georgia 30334 DEC 21 1976 Working Title 11 = 2. Person to Contact Miss Jewell Callahan Administrative Officer 3. Action Requested 8.

☐ Establish Retention Schedule; record will continue to accumulate. b. O Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. ____ Check One: Change: Supercede: Void 5. Records Series Title (followed by title used in office; if different) |神経性不動性を発展します MATERNAL HEALTH SERVICE REPORT FILES . 1975 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Physical Health is responsible for the administration, direction, and coordination of the Physical Health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, field operations, and hospitals; the improvement of the physical and dental health of adults and children: the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State. The Maternal Health Section, in the attempt to improve the quality of family life of women in child-bearing years, is responsible for promoting and supporting all maternal health activities of Service Areas and local Human Resources staffs; to monitor service standards, policies and procedures; provide technical assistance and training; and to direct technical coordination of all agencies concerned. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file, Documents relating to: reporting (to the Maternal Health Section by each county of the State) health services to women during the child-bearing years. Included are: Form HC 2.9 (Revised 4-71) Georgia Department of Public Health "Maternal Health Service Report" -- submitted monthly and shows number of prenatal admissions by number of women admitted (white and non-white); period of gestion (under 16 weeks - 16 thru 27 weeks -28 thru 36 weeks - over 36 weeks); postpartum admissions by number of women admitted (white and non-white); total visits (admissions and return visits by white and nonwhite women). Also shown is type of service -- prenatal clinic; postpartum clinic; antepartum nurse home visit; delivery attended nurse home visit; and referral to private physician; number of women admitted with Hgb. less than 12 grms and number of women started on Imferon. An annual summary report (on same form) of all reports sub-File is arranged: mitted by all counties during a alphabetically by county. particular year is also included. 8. Monthly Reference Rate How often are records referred to which are: Seven to twelve months old One to six months old __ .; Thirteen to twenty-four months old __ twenty-five months and older. 9. Annual Rate of Accumulation of Records
Letter-size drawers 4 _____; Legal-si ____; Legal-size drawers : _; Shelves Other (specify) for State Archives

(Over)

	A. L.	70
YES NO	10. Questionnaire (Place an "X" in the procer column)	
	a. Is this the official copy of the series?	
	If not, where is it?	
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.	
- X	c. Is this a vital record?	<u> </u>
×	d. Does this series have historical or long term research value?	
<u></u>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these	<u> </u>
X	documents be scheduled separately?	• •
×	f. Is the information contained in this series ever published? If yes, attach coov,	
x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.	
×	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?	·
X	i. Is this series for a major portion of it! regularly microfilmed?	 -
х	L Ques the record series result in a computer printout?	
1. Ratini	tion Raquirements The following requires the series to be kept:	- -
a. Ştə	te Law years, d. Audit period years	ırs.
	tute of limitation	
	deral lawyears. f. Federal retention instructionsyea	155.
	e standard to dispose of present accumulation.	
Attacr	n copy or excert of laws or regulations. Explain administrative need.	• ,:
he Stat	te Archivist requested that these records be sent to the Archives	
		-
· .		
☐ Ho!	Calendar Year: Fiscal Year: Otherthen. Id in the current files areamonth(s)year(s); then	
	insfar to local holding area; holdyear(s); then	
	nsfer to State Records Center; holdyear(s); then	•
☐ Des		
	nsfer to State Archives for permanent retention.	1. * X
☐ Oth	er (Specify)	, .
e . =	૽ૺૢ૽૽૽૱૽૽ૺૡ૽૽૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱૱	•
•		•
		•
	r johnelang karamanga an tangga karangan kanangan kanangan kanangan kanangan kanangan kanangan kanangan kanang	
in the state of	Contain for the end of the first	
1	वरता अस्ति विकास स्थापना विकास करते हैं। असे अस्ति के असे विकास के लिए हैं कि किसी है कि किसी की की की की की क	
• •		
,	er die stadt die der stadt die falle der die der der der der der der der der der de	
េតមេខាស្រ រ	nstructions apply to all prior and future accumulations of the series.	٠ :,
•	ારા કરતાં કે મિર્જા જાણાવામાં છે. તે કરતાં કહેવા કરો કે કામકો કે કોંગ્રેફ કે જિલ્લા કરતાં છે. જે જોઈ કે કોંગ્રે મુખ્યાના કરતાં કરતાં કે કામકો કરતાં કરતાં કરતાં કે કામકો કે કોંગ્રેફ કરતાં કે જોઈ કે કોંગ્રેફ કોંગ્રેફ કોંગ્રેફ	_
ency head	d/Designes (Signature) Date Records Management Officer (Signature)	
///		<u></u>
Tuli	il Shillion 12/14/26 / Irabete / (name - 12/13)	16
***	State Records Committee (Signatura)	
	ations in para-	
	approved. State Auditor/Designee	77
disapprovi Explanatio	ed, attach letter (n.) Secretary b) State/Designee Canall Han 9 1-4-	フー
	Carried (max)	_,!
	1 American 1/0. 1. 1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1	بر